

# POST Risk Management Process Action Team (PAT) Meeting

October 25, 2000  
Natomas Park Conference Room 2  
9:00am – 10:30am

## 1 MINUTES (DECISIONS FROM THE 18 OCT 00 MEETING)

Regulars	Representing	Present
Hermia (Mia) James	CMS	No
Mike Graham	DCSS	Yes
Arlene Mendibles	SAWS	Yes
Caroline Nordstrom	EBT	No
Sarah d'Eon	CMIPS	No
Terri McGuire	SFIS	Yes
Dave Sakauye	SFIS	No
Tom Arnez	PM Stds	Yes
Laura Okawa	PM Stds	Yes

Meeting Visitors	Representing
Jan Robinson	EBT
Tom Harper	CMS

Questions related to this PAT should be directed to Tom @ 263-4293 or email: [TArnez@hwdcsaws.cahwnet.gov](mailto:TArnez@hwdcsaws.cahwnet.gov) (it appears in Outlook as Arnez, Tom@Process Improvement). Also, check out I:\sid\ProjMgt\ for PAT related information.

- 1.1 The generic Risk Management process has been modified to include a decision point prior to the planning phase to indicate that a decision must be made to do a Mitigation Plan and/or a Contingency Plan.
- 1.2 Correction was made to the "Assessments/Action" tab to include the correct titles for the impact ratings (e.g. 1=Negligible, 4=Catastrophic).
- 1.3 The "Plan" Tab was modified to include one mitigation plan and one contingency plan view. This keeps things simple.
- 1.4 The "Affected Project" list in the Draft Findings Report is incorrect and needs to include SAWS and some of the other projects submitted by Arlene.
- 1.5 Other changes to the "Potential Impact Areas" category lists were incorporated (e.g. Contract versus contracting...breaking out Policy/Process/Politics into separate categories, and adding Penalties)
- 1.6 The group reviewed the Draft Findings Report to get the group familiar with the format and areas to review. Next week will be our last meeting for Risk...please submit your changes for the Findings Report BEFORE the next meeting if at all possible.

## 2 AGENDA FOR THE 25 OCT 00 MEETING (OPEN ACTION ITEMS FROM PRIOR MEETINGS)

- 2.1 Finalize the Findings Report. PLEASE USE THE ATTACHED VERSION (DATED 20 OCT) TO MAKE YOUR FINAL REVIEW. It includes the changes from the meeting.
- 2.2 Forward any resources (e.g. documents, references, samples) that would be useful to include as part of the Best Practices Website.

*Thanks for all your help! Great Job!*